

## **1 Introduction**

BVF defines a number of Roles. Each role has responsibilities which define the Job Description.

People are assigned to Roles. A person may have several roles at the same time.

Some roles are assigned by election eg Chairman, Treasurer, Secretary. All other roles are assigned by the Chairman.

Assignments may last without limit eg Newsletter Editor, Webmaster. Other assignments may last for a limited period eg an Event Manager assignment terminates when the event is completed.

## **2 Committee Roles**

### **2.1 Chairman**

- Chair all BVF committee meetings, the AGM and any EGM; delegating to another committee member to do so if he/she is unable to attend.
- Coordinate the committee to ensure responsibilities for all aspects of BVF management are met.
- Prepare and present reports to the BVF Committee and the AGM as required.
- Prepare the BVF Annual Report for British Fencing as required.
- Represent BVF both with British Fencing and other fencing organisations at home and abroad as required.
- Appoint members of the committee to roles as is required. Report to committee as appropriate
- Determine, in consultation with role holder, the responsibilities of all roles and review the holders' performance.
- Appoint, in consultation with the BVF committee, the Team Manager for BVF teams attending international events.
- Create additional roles as required for the good conduct of the business of BVF.
- Undertake, in consultation with the appropriate role holder, all such activities as are necessary for or conducive to the good management of BVF.
- Refer any matter that is considered to be of significant or wide ranging impact on BVF to the full committee for consideration.

## 2.2 Secretary

- Prepare and present reports to the BVF Committee and the AGM as required.
- Organise the logistic of all BVF committee meetings.
- Circulate draft BVF committee agenda, and subsequent final agenda, to all committee members.
- Take the minutes of all BVF committee meetings, the AGM and any EGM; delegating to another committee member (after consultation with the Chairman) to do so if they are unable to attend.
- Liaise with the Webmaster to have all documents relating to the AGM and any EGM circulated to members in accordance with the BVF Constitution.
- Circulate the Newsletter and other communications to those members who opt for postal mail.

## 2.3 Treasurer

- Prepare and present the BVF Annual Accounts and other reports to the BVF Committee and the AGM as required.
- Ensure that all accounts are properly audited on an annual basis and in time for the AGM.
- Maintain accurate records of all BVF assets and ensure that they are properly and prudently managed.
- Make and record all financial transactions on behalf of BVF.
- Ensure that these records, and a regularly up-dated back-up stored in a different location, are kept securely in accordance with the Data Protection Act.

## 2.4 Membership Secretary

- Prepare and present reports to the BVF Committee and the AGM as required.
- Maintain an up-to-date membership database of postal and electronic addresses, telephone numbers, dates of birth, weapons fenced and any other information deemed to be useful.
- Ensure that this membership database, and a regularly up-dated back-up stored in a different location, is kept securely in accordance with the Data Protection Act.
- Ensure that members' details are not disclosed, in whole or in part, other than to BVF portfolio holders who can demonstrate a specific business need to the information disclosed or as otherwise required by the Data Protection Act.
- Be responsible, in conjunction with the BVF Treasurer, for the annual renewal of memberships.
- Provide up to date details of members to the Secretary and Webmaster for the distribution of information

## 2.5 International Fencing Officer

- Prepare and present reports to the BVF Committee and the AGM as required.
- Liaise with the Team Manager of BVF teams attending international events to recommend referees for each event and to ensure that these trips run smoothly.
- Appoint, in consultation with the Chairman, the Event Manager of any International Event hosted by BVF.
- Liaise with the Event Manager of such an event to ensure that the event run smoothly.
- Liaise with the Webmaster to have the results of each such event published on the BVF website.
- Prepare a 'Lessons Learnt' document that highlights improvements to such an event. Incorporate improvements in any relevant BVF Guidebook.
- Identify appropriate non-representational international veteran fencing competitions for BVF members to enter and liaise with the Webmaster to have information on these events published on the BVF website.
- Develop and maintain links with counterparts in other veteran fencing associations to seek to arrange friendly team matches.
- Undertake such activities as are necessary for or conducive to the development and improvement of the selection and performance of members representing BVF internationally.

## 2.6 Domestic Fencing Officer

- Prepare and present reports to the BVF Committee and the AGM as required.
- Appoint, in consultation with the Chairman, the Event Manager of each BVF Event.
- Liaise with the Event Manager of each BVF Event to ensure that these events run smoothly.
- Liaise with the Webmaster to have the results of each BVF Event published on the BVF website.
- Develop and maintain links with other UK fencing bodies; such as Home Countries, BF Regions, clubs etc.
- Inform British Fencing of all forthcoming BVF Events (essential to ensure insurance cover for the organisers).
- Undertake such activities as are necessary for or conducive to the development of participation opportunities for BVF members and to recruit new members to BVF.
- Prepare a Lessons Learnt document that highlights improvements to the event. Incorporate improvements in any relevant BVF Guidebook.

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### 3 Co-opted Roles

#### 3.1 Webmaster

- Provide and maintain the BVF website.
- Provide and maintain the BVF emailer.
- Liaise with other BVF portfolio holders to publish appropriate information on the BVF website, and to email information to members, in a timely manner.
- Ensure that all records, and a regularly up-dated back-up stored in a different location, are kept securely in accordance with the Data Protection Act.
- Maintain software used by BVF eg Entry Management, Trawler, Competition Calendar, Minutes.

#### 3.2 Newsletter Editor

- Prepare the BVF Newsletter as required.
- Liaise with the Webmaster and the Secretary to have the Newsletter circulated to members.

#### 3.3 Publicity Officer

- Prepare and issue press releases with photographs to the local press of medal winners at the National, European and World Championships. Brief photographers likely to be taking images at these events.
- Compile a list of email addresses for the local press of medal winners.
- Compile statistics about GB's most successful veteran fencers.
- Write articles about BVF and its medal winning members as requested for publication.
- Prepare and present reports to the BVF Committee as required.

### 4 Project Roles

#### 4.1 Event Manager

- Organise the specific event, following any BVF Handbook of Regulations that may exist at the time.
- At the planning stage, prepare a budget with the assistance of the Treasurer to show expected Income and Expenditure.
- Agree with the Treasurer the entry fees to be charged.
- Liaise with the Domestic Fencing Officer or International Fencing Officer (as appropriate) to ensure that the event runs smoothly.
- Liaise with the Webmaster and the Secretary to provide information to members and enable entries to be taken.

- Liaise with the Newsletter Editor to publicise the event.
- Liaise with the Marketing & Funding Officer to seek sponsorship for each event.
- Be available and visible during the event to ensure its smooth running.
- Ensure that all officials' expenses claims are verified and passed to the Treasurer for payment within 7 days of the end of the event.
- Prepare and submit a report of the event to the BVF Committee within 21 days of the end of the event.

#### **4.2 EVF Representative**

- Prepare the GBR report to each EVFC meeting.
- Consult the BVF Committee on all matters known to be voted on at each EVFC meeting, taking note of the Committee's direction on these matters.
- Attend each EVFC meeting, voting as directed by the BVF Committee. Where a new matter is to be voted on, on which the BVF Committee has not given direction, vote in the best interests of BVF in line with current BVF Committee policy.
- Prepare & present a report of each EVFC meeting to the BVF Committee.
- Liaise with the EVFC as required, representing the views of BVF.

#### **4.3 Team Manager / Head of Delegation**

- Calculate, in consultation with the Treasurer, a levy to be charged to BVF fencers sufficient to cover BVF's administrative costs, officials' expenses, and any other costs.
- Consult with the International Fencing Officer to nominate referees to the event organisers.
- Undertake the administration of entering selected individuals and teams to the event.
- Coordinate and administer travel and accommodation arrangements as required.
- Ensure all attending BVF members are sent all relevant information in a timely manner.
- Liaise with the event organisers as required.
- Liaise with the Chair of the Selection Panel as required.
- Be available and visible throughout the event to assist BVF fencers in all aspects of the event, with specific regard to:
  - transfer arrangements
  - venue orientation & familiarisation
  - organisational requirements
  - registration of individuals and teams
  - weapon control.

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- Consult with the weapon team captains about 'on the day' team selection matters as required.
  - Enthuse, encourage, advise and support BVF fencers; instilling an *esprit de corps* approach.
  - Ensure that GB medals and other significant results are communicated to the Webmaster and to British Fencing.
  - Ensure that photographs are taken for PR purposes.
  - Maintain accurate financial and other records.
  - Prepare and present a report of the event to the BVF Committee.
  - Ensure that all monies due are collected.
  - Ensure that all expenses due are paid in a timely manner by the Treasurer.

#### **4.4 Subcommittee Chairman**

- Appoint members to the subcommittee
- Prepare report(s) that meets the requirements of the Terms of Reference
- Report back to the BVF committee in the timescale defined

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Prepared by: GA

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